

Taunton Shadow Town Council

**Thursday, 3rd November, 2022,
6.00 pm**

**The John Meikle Room - The Deane
House**

**Somerset West
and Taunton**

[SWT MEETING WEBCAST LINK](#)

Members: Lee Baker, Chris Booth, Simon Coles, Norman Cavill
Dixie Darch, Tom Deakin, Caroline Ellis, Habib Farbahi, David
Fothergill, Marcia Hill, Robert Isaacs, John Hunt,
Dawn Johnson, Richard Lees, Sue Lees, Brian Larcombe,
Libby Lisgo, Derek Perry, Martin Peters, Hazel Prior-Sankey,
Francesca Smith, Federica Smith-Roberts, Ian Talbot,
Danny Wedderkopp, Brenda Weston and Keith Woodmason

Addendum

3. Terms of Reference

(Pages 3 - 6)

The Taunton Shadow Town Council to resolve to:

- Adopt the Terms of Reference for the Shadow Town Council.



**ANDREW PRITCHARD
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded and webcast. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using governance@somersetwestandtaunton.gov.uk

Any requests need to be received by 4pm on the day that provides 1 clear working day before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Friday prior to the meeting.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting website](#).

The meeting rooms, including the Council Chamber at The Deane House, are on the first floor and are fully accessible. Lift access to The John Meikle Room (Council Chamber), is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: governance@somersetwestandtaunton.gov.uk

SHADOW TAUNTON TOWN COUNCIL

Terms of Reference

Role of the Shadow Taunton Town Council

A cross party, non-decision-making advisory body which will lead and oversee the work to establish on 1st April 2023 (Vesting Day) the new Taunton Parish/Town Council.

Somerset County Council (SCC) ordered the creation of a new town council for Taunton following Somerset West and Taunton Council's (SWT) approval of recommendations made by SWT's cross-party Community Governance Review Working Group (now defunct). This included a recommendation:

That a Shadow Taunton Town Council be established with effect from 14 October 2022 and with membership as set out at section 13.6 of this report, to lead and oversee the work to establish on 1 April 2023 the new Taunton Parish/Town Council.

Responsibility for implementation of the reorganisation before Vesting Day sits with Somerset County Council by virtue of article 7 of the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008 and has been delegated to the Chief Executive and the Monitoring Officer of that council. Decisions in relation to implementation will be taken by officers in accordance with the council's scheme of delegation.

On Vesting Day the Town Council will be established as an autonomous legal entity and responsibility for the continued implementation of the reorganisation will fall to it.

Scope

The Shadow Town Council will act as an advisory body to the officers and others working on the implementation programme with any formal decisions required then being made under existing officer or member delegations. In particular, the Shadow Town Council will:

- Meet on a regular basis to provide advice and recommendations to Somerset County Council on the implementation of the reorganisation order and the arrangements to be put in place for the vesting of the new town council.
- Advise and make recommendations to officers, technical advisors, and town clerk (when appointed) on the development of the various draft policies, procedures, and services that will need to be in place prior to or as soon as possible after the new council is established.
- Monitor and advise officers on the programme of work required to establish the new council.

Membership

The membership of the group is as per 11.21 of the SCC Council report:

- Members of Somerset County Council for each division part or all of which includes any part of the proposed Taunton Parish, and/or:
- The persons serving until 31 March 2023 as the Charter Trustees for Taunton
- Representatives from those parishes majorly affected:
- Two persons to be nominated by Comeytrowe Parish Council before 31 March 2023;
- One person to be nominated by Staplegrove Parish Council before 31 March 2023; and
- One person to be nominated by Cheddon Fitzpaine Parish Council before 31 March 2023.

Name	Representing
Cllr Lee Baker	Taunton North Division (SCC) & Charter Trustee
Cllr Chris Booth	Charter Trustee (Halcon and Lane)
Cllr Simon Coles	Taunton East Division (SCC) & Charter Trustee
Cllr Norman Cavill	Monkton & North Curry Division (SCC)
Cllr Dixie Darch	Rowbarton & Staplegrove Division (SCC)
Cllr Tom Deakin	Taunton North Division (SCC) & Charter Trustee
Cllr Caroline Ellis	Bishops Hull & Taunton West (SCC) & C. Trustee
Cllr Habib Farbahi	Comeytrowe and Trull Division (SCC)
Cllr David Fothergill	Monkton & North Curry Division (SCC)
Cllr Marcia Hill	Charter Trustee (Wellsprings and Rowbarton)
Cllr Robert Isaacs	Cheddon Fitzpaine Parish Council
Cllr John Hunt	Bishops Hull & Taunton West Division (SCC)
Cllr Dawn Johnson	Comeytrowe & Trull Division (SCC)
Cllr Richard Lees	Charter Trustee (Victoria)
Cllr Sue Lees	Charter Trustee (Wellsprings and Rowbarton)
Cllr Brian Larcombe	Comeytrowe Parish Council
Cllr Libby Lisgo	Charter Trustee (Priorswood)
Cllr Derek Perry	Rowbarton & Staplegrove (SCC) & C. Trustee
Cllr Martin Peters	Charter Trustee (Manor and Tangier)
Cllr Hazel Prior-Sankey	Taunton South Division (SCC) & Charter Trustee
Cllr Francesca Smith	Taunton South Division (SCC) & Charter Trustee
Cllr Federica Smith-Roberts	Taunton East Division (SCC) & Charter Trustee

Cllr Ian Talbot	Staplegrave Parish Council
Cllr Danny Wedderkopp	Charter Trustee (Vivary)
Cllr Brenda Weston	Charter Trustee (Priorswood)
Cllr Keith Woodmason	Comeytrowe Parish Council

Method of Working

- The Chair and Vice Chair to be elected at the first meeting of the Shadow Town Council after creation on 14th October 2022.
- The Shadow Town Council at their first meeting to resolve to adopt and follow the meeting procedure rules of Somerset West and Taunton Council.
- Subject to SWT agreement, support from the Governance team at SWT to administer the meeting under the authority of the County Council as per the Letter from the County Solicitor of 1st November 2022;
 - *the County Council therefore proposes:*
 - ***that the Shadow Taunton Town Council referred to at paragraph 2.6 of the Decision Notice, its operative arrangements, and meetings should be set up by the District Council on behalf of and under the authority of the County Council. The actions taken will be undertaken by an officer/ member group from both the County Council and the District Council;***
 - *that the District Council should undertake discussions with the parish councils affected by the Reorganisation Order in relation to transitional arrangements for the implementation of the Reorganisation Order in consultation with and on behalf of the County Council with a view to proposing for agreement of the County Council the basis on which assets and services should transfer between the parish councils and the County Council;*
 - *Accordingly, by this letter the County Council authorises and requests the District Council to take on the County Council's behalf such steps necessary to implement the proposals in paragraph □ above.*
- All Shadow Town Council meetings will take place in the John Meikle Room (JMR), The Deane House, Taunton, TA1 1HE and will be live webcast, unless there is a need to enter into confidential session.

- The press and public may, by resolution of the Shadow Council, be excluded from a meeting of the Shadow Council providing that, in the opinion of SWT's Council Solicitor and Monitoring Officer, the exclusion would be permitted under section 100A(4) of the Local Government Act 1972 were the meeting a meeting of a principal council.
- All agendas will be published in line with existing Access to Information procedures currently followed i.e. 5 working days prior to the meeting.
- The Shadow Town Council will meet in a hybrid environment on a regular basis.
- The Shadow Town Council will work through the project plan and timetable for the preparation of the vesting of the Town Council, drawing in relevant expertise as appropriate.
- The Shadow Town Council can make recommendations but is not a decision making body, collective views will feed into the Programme Board and where decisions are required these will be taken by officers of Somerset County Council under executive arrangements.

Co-option/Substitution

- The Shadow Town Council will have no power to co-opt or substitute other Councillors or members of the public onto the body.

Forward Plan of Meetings

- Thursday 3rd November 2022
- Thursday 1st December 2022
- Tuesday 3rd January 2023
- Tuesday 31st January 2023
- Tuesday 28th February 2023
- Thursday 30th March 2023

Quorum

- The Quorum of the Shadow Town Council will be half of its members (13).

These terms of reference were originally approved by the Shadow Town Council on X